

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**COMMUNITY DEVELOPMENT SPECIALIST
PLANNING AND DEVELOPMENT DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs administrative and accounting work in administering program funds, and in managing and distributing community development program funds for local non-profits. Reports to the Community Development Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs administrative and accounting work in administering funds for community development programs as well as managing and distributing program funds for local non-profits. Work involves planning, managing, monitoring, and evaluating the activities of program subrecipients to ensure that projects are carried out effectively and in compliance with federal regulations and City requirements. The employee also evaluates applications for funding, provides technical assistance to subrecipients, maintains extensive program records, and prepares detailed and complex reports. Work also involves maintaining divisional accounting records, reconciling with City and HUD accounting systems, preparing requisitions and field purchase orders, and budget preparation. Employee also performs administrative support tasks for division. The job requires significant accounting skills and the exercise of independent judgment and initiative in determining whether projects are being operated effectively, when compliance risks exist, and when technical assistance is needed. Tact, courtesy, and firmness are required in maintaining good relationships with personnel from other agencies and other City departments while ensuring the overall effectiveness of the program. Work is performed with moderate independence under general supervision of the Community Development Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Evaluates grant applications from subrecipients and works with Community Development Director and Community Development Analyst to score each application which is then reviewed by the Housing & Community Development Committee.

Reviews subrecipient audit reports by calculating and assessing the significance of key ratios to identify and financial weaknesses; monitors other reports as submitted by subrecipients.

Prepares grant agreements for assigned subrecipients, including detailed budget and scope of services.

Reviews and approves pay requests from assigned subrecipients.

Provides information and technical assistance to subrecipients as needed.

COMMUNITY DEVELOPMENT SPECIALIST

Assesses compliance of subrecipients by undertaking desk and on-site monitoring which includes, but is not limited to, review and analysis of monthly reports and draw requests to verify program progress and identify problems, review and analysis of financial and programmatic information on-site, and submitting written findings and recommendations for improvement to the Community Development Director.

Plays integral role as part of a team in preparing the division's strategic plan, including setting up and managing public meetings, undertaking research, and drafting.

Maintains detailed database of divisional expenditures and receipts for all activities and prepares monthly reports.

Prepares weekly Field Purchase Orders for all activities and prepares and submits accompanying federal fund draw requests to Accounting.

Reconciles on a regular basis City accounting records to divisional accounting records and the federal financial reporting system.

Reviews bank statements, verifies accounting entries, and tracks repayments of principal and interest.

Verifies, periodically, Notes Receivable balances for all funds.

Reviews Affordable Housing Fee Rebate requests.

Submits journal vouchers to as needed.

Prepares financial summaries for annual report to HUD.

Prepares divisional administrative budgets for approval by the Community Development Director, and subsequent and sometimes complex budget adjustments.

Responds to requests for information from a variety of agencies and individuals.

Prepares routine and special reports for the Community Development Director.

ADDITIONAL JOB FUNCTIONS

Performs related work assignments as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the purpose, objectives, policies, procedures and regulations of the federal CDBG program and of other federal and state housing and community development programs.

Considerable knowledge of the principles and procedures of accounting and financial management.

Considerable knowledge of the principles and practices involved in housing and economic development finance.

Knowledge of the current literature, practices, and trends in community development and affordable housing.

Knowledge of the principles of management, organization, and administration.

Knowledge of the geographical, political, and socio-economic conditions in the City of Asheville and surrounding area.

COMMUNITY DEVELOPMENT SPECIALIST

Knowledge of research techniques and reporting methods.

Skill in the use of computer word processing, spreadsheet, and database programs.

Ability to rapidly review large amounts of information, identify errors and risk areas, analyze and identify underlying problems, and suggest solutions.

Ability to establish and maintain effective working relationships with a variety of people from different backgrounds, including non-profit agency staff, property owners, architects, engineers, developers, contractors, the general public, etc.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in urban planning, public administration, accounting, business administration, or a related field and 2 to 4 years of related experience; and/or any equivalent combination of training and experience required to perform the essential job functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

December, 2004, Salary Grade 15, Non-Exempt